

LIS INPUT SHEET

FACILITY NUMBER:	FACILITY NAME:
IF COMBINATION CENTER, ENTER ADDITIONAL FACILITY NUMBER:	
FACILITY NUMBER:	

☐ **VISIT COMPLETED (7)**

Visit Date: LPA Code Visit Type 1 (Check One) ☐ Full
2 ☐ Focus

☐ **WORK VOLUME ENTRY (16)**

LPA Code: Fac Type (Circle Activity Below)

Complaint	POC	Prelicense	Joint Visit/Other
5A Licensed	9B Clear Other	2A Dept Caused Overdue	2C Prelicensing
5B Unlicensed	9C Overdue	4B Post	7B Annual Focus
5F Overdue	9D Fac Assessed	6B Renew Focus	7C Annual Full
		Renewal	8 Management
		6D Renewal Denied	9A POC
		6C Renew Full	
		5C Complaint	

☐ **VISIT DEFERRED (8)**

Deferral Date: Visit Type
(Check One)

☐ **UPDATE FACILITY (5)**

(Only Check Items Changed)

☐ Capacity:
☐ Fac Type
☐ Lic Comments: _____

Fac Name: _____
☐ Fac Address: _____
City: _____ Zip: _____
☐ Lic Name: _____

☐ Client Served:

☐ License Dates Effective: (Check One) ☐ Regular ☐ Provisional ☐ Probationary
Other Instructions: _____

☐ **ADD UNLICENSED FACILITY (3)**

Fac Address: _____ City: _____ Zip: _____

Fac Type: LPA Code:

Lic Name: _____
Lic Comments: _____

☐ **APPLICATION/FACILITY CLOSURE (9)**

Closure Date: Closure Type

(For Closure Type #6 Completed Below)
New Fac No: _____

COMMENT: _____

PREPARED BY:	DATE:
REVIEWED BY:	ENTERED BY:
	DATE:

LIS INPUT SHEET INSTRUCTIONS

The LIS Input Sheet is to identify information for LIS data entry. The facility name and number must be completed with each use (except unlicensed facilities). A separate sheet must be used for each facility unless the facility is a component of a combination center and the entry applies to all facilities within the center.

OPTIONS - The titles (underlined> and numbers (in parenthesis) represent options on the LIS Facility Menu. In completing the form, check the LIS option and enter the licensing data.

CODES - LIS has standard codes for information such as facility type, clients, etc. The form has boxes for information that is coded in LIS. The Reference of LIS Codes identifies the codes and code explanations.

VISIT COMPLETED - This option requires the visit date, the LPA code and visit type. The LPA code is required to link the LPA to the visit activity. For annuals check the full or focus box. When a complaint or POC visit is checked, usually the Work Volume Entry must also be completed. If two visits are completed at the same time (e.g., complaint and annual) both can be shown under visit type 1 and 2.

VISIT CANCELLED - This option is completed if the district determines that a visit is not going to be made. If a renewal visit is being cancelled, the license will be updated.

UPDATE FACILITY - Information that will result in issuing a new license is on the left side of the form. Information for the system update is on the right. Changes that result in a new license must show the license effective and expiration.

INITIAL LICENSE APPROVAL - The license approval screen is used for issuing a new license. When the application is received, initial application information is entered on LIS.

RENEWAL LICENSE - Most of the facility information is unchanged at renewal time. Usually the only required information to issue the license is the effective and expiration dates, comments and whether a regular, provisional or probationary license.

ADD UNLICENSED FACILITY - When entering unlicensed facilities, the facility name is generally the name of the operator of the facility. The entry clerk will issue a number. The facility type is the three digit code.

APPLICATION/FACILITY CLOSURE - This option is used to close pending applications or licensed facilities. When completing an ownership or location change (#6), the facility number of the active facility must be entered to associate the personnel information with the new facility.

WORK VOLUME ENTRY - The three items to be completed are the LPA Code, the Facility Type and the Activity. The LPA Code is for the LPA completing the activity. The activity(s) code(s) must be circled. More than one activity may be reported at the same time (e.g., an overdue unlicensed complaint). LIS will show the complaint or POC as completed on time unless reported as overdue. When a joint visit is made, the lead LPA enters Visit Completed and the other LPA completes only the Work Volume Entry.

DEFAULTS - If a facility is not licensed on time, the default will show that it is the licensee's fault. Where it is a department cause overdue, the LPA must completed the Work Volume Entry and circle 2A. Where a complaint is cleared with a visit, no entry is required to show clearing with a visit but 5A or 5B must be completed. If a POC visit is made and the POC cleared, no Work Volume Entry is required.